

ARTICLE 24

CIVILIAN EMPLOYEE ASSISTANCE PROGRAM

SECTION 1. The Employer agrees to continue the established Civilian Employees Assistance Program and to cooperate with the Union in making these services available to employees.

SECTION 2. The chief principles of the program are:

- a. To recognize alcoholism as a treatable illness.
- b. To recognize drug abuse as a treatable health problem.
- c. That for purposes of the policy, alcoholism and drug abuse are defined as health problems in which the employee's job performance is impaired as a direct consequence of the use of the substances.
- d. That employees with problems of alcohol abuse, drug abuse, or other emotional /behavioral problems will receive the same consideration and offer of assistance that is extended to employees having any other illness or health problem.
- e. That sick leave will be granted for the purpose of treatment or rehabilitation as with any other illness,
- f. That the confidential nature of medical and counseling records of employees with alcohol abuse, drug abuse, or their personal problems will be properly safe guarded.
- g. That employees who suspect they may have an alcohol or drug abuse problem, even in the early stages, and those who reorganize that they have a personal problem not involving substance abuse, are encouraged to voluntarily seek counseling and information on a confidential basis by contacting the individual (s) designated to provide such service.
- h. That no employee will have his/her job security or promotion opportunities jeopardized by his/her request to designated personnel for counseling and referral assistance, except as limited by laws relating to sensitive positions.

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SECTION 3. Employees whose conduct or job performance appears to be impaired over a period of time as a possible consequence of alcohol /drug or other serious emotional/behavioral problems will be given an opportunity to obtain counseling assistance. An employee may be requested by the Employer to contact an appropriate counseling facility. Employees may voluntarily seek such assistance from their supervisor, the Civilian Personnel Office, a Union official, the Civilian Employees Assistant Program, or other appropriate recognized counseling facility. Refusal by the employee to utilize such assistance or to satisfactorily complete the program may subject the employee to disciplinary or adverse action based on job performance or conduct.

SECTION 4. While each case must be considered on its own facts and merits, disciplinary action may be warranted for acts arising out of the basic Incident, such as assault on an employee, damage to personal or government property, spoilage of work products, etc.

SECTION 5. The Employer will conduct an education program for all employees to ensure that they are aware of the benefits to be derived from the employer's rehabilitation program, and to discourage alcohol and drug abuse,

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